



पूर्वोत्तर आयुर्वेद एवं होम्योपैथी संस्थान

(भारत सरकार, आयुष मंत्रालय के अधीन एक स्वायत्त संस्थान)

माउडियाँडियाँ, शिलांग, मेघालय- 793018

NORTH EASTERN INSTITUTE OF AYURVEDA & HOMOEOPATHY (NEIAH)

(An Autonomous Institute under the Ministry of AYUSH, Government of India)

Mawdiangdiang, Shillong, Meghalaya -793018



ANNUAL PERFORMANCE ASSESSMENT REPORT

(TECHNICAL AND PARAMEDICAL STAFF)

Name of the Officer :

Employees Code :

Designation :

Office/ Department/ College/ Hospital :

Report for the Year/period ending :

PERSONAL DATA

(To be filled by the Administrative Section of the Office)

1	Name of the Officer		
2	Date of Birth		
3	Employee Code		
4	Category (Gen/SC/ST/OBC etc.)		
5	Educational Qualification		
6	Date of entry in NEIAH		
7	Date of continuous appointment in the present post:	Date:	Present Post:
8	Period of absence from duty on leave, training etc. during the year		
9	Signature of the Officer being reported		
10	Signature of the Office assistant		

Section II – Self Appraisal

(To be filled in by the officer reported upon)

1. Brief description of duties:

2. Brief resume of the work done by you during the year/period from..... to

(The resume to be furnished should be limited to 100 words, ideally in bullet form)

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3. Please indicate achievements (e.g. training, seminar, qualification obtained etc.) and need of training or skill upgradation.

Date:

Signature of the officer reported upon

Section III – Appraisal

(To be filled in by the Reporting Officer)

1. Does the Reporting Officer agree with the statement made in section-III If not, the extent of disagreement and reasons thereof:

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(Note: Numerical Grading is to be awarded for each of the attribute by the Reporting Officer. This Assessment should rate the officer. Grades should be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Please read carefully the guidelines before filling the entries)

2. Assessment of Work Output on a scale of 1-10. (Weight age to this Section will be 40%)

	Grading (1-10) By reporting Officer (Col 2)	Revised Grading By Reviewing Officer if disagreement in Col 2	Initial of the Reviewing Officer
(i) Quality of work/output			
(ii) Professional and Technical Skill/Knowledge			
(iii) Analytical Ability			
(iv) Proficiency in work namely preparation/ Maintenance of technical- laboratory records & reports			
Overall Grading on 'Work Output' [Based on items at (i) to (iv) above]			

3. Assessment of Personal Attributes on a scale of 1-10. (Weightage to this section would be 30%)

	Grading (1-10) By Reporting Officer (Col2)	Revised Grading By Reviewing Officer if disagreement in Col 2	Initial of the Reviewing Officer
(i) Attitude to work			
(ii) Sense of responsibility			
(iii) Maintenance of discipline			
(iv) Intelligence, keenness			
(v) Communication skills			
(vi) Leadership qualities			
(vii) Ability to meet deadline/capacity to work in the time limit			

(viii) Regularly and Punctuality in attendance			
Overall Grading on “Personal Attributes” [Based on items at (i) to (vii) above]			

4. Assessment of Functional Competency on a scale of 1-10. (Weightage to this Section will be 30%)

	Grading (1-10) By Reporting Officer (Col 2)	Revised Grading by Reviewing Officer if disagreement in Col 2	Initial of the Reviewing Officer
(i) Knowledge of Rules/technical methods and procedures in the relevant technical /laboratory/paramedical area			
(ii) Coordination ability			
(iii) Initiative			
(iv) Care & Maintenance of engineering/medical equipments			
(v) Decision making ability in technical works			
(vi) Strategic and technical planning to effective & economical utilization of resources			
(vii) Ability to motivate and develop subordinates, Juniors and technical staff/ability to work in a team			
Overall Grading on “Functional competency” [Based on items (i) to (vii) above]			

5. Training (Please give recommendations for training with a view to future improving the effectiveness and capabilities of the Officer)

6. State of Health:

7. Integrity (Please comment on the integrity of the officer) :

8. Pen Picture by Reporting Officer. Please comment (in about 100 words max) on the overall qualities of the officer reported upon including areas of his/her strengths and lesser strengths.

9. Overall grade (on a score of 1-10)

[Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned for (2), (3) and (4) above.]

Date:

Signature of the Reporting Officer

Section IV – Review

(To be filled in by the Reviewing Officer)

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the Reporting Officer with respect to the work output and the various attributes in section-III? (In case you do not agree with any of the numerical assessments of attributes, please record your assessments with numerical grading in the column provide for you in that section and initial your entries).

Yes	No
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3. In case of difference of opinion details and reasons for the same may be given :

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4. Pen-picture by Reviewing Officer, Please comment (in about 100 words max) on the overall qualities of the officer reported upon including areas of his/her strengths and esser strengths.

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5. Overall grade on a scale of 1-10

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[Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned for (2), (3) and (4) of the section – III above.]

Date:

Signature of the Reviewing Officer